

Tyngsborough Sewer Commission
Meeting Minutes
August 23, 2012, 6:00 pm
Location: Tyngsborough Town Hall, Inspectional Dept

Commissioners Attending: Jeff Hannaford (JH), Gerry Foley (GF), Fred Perrault (FP)
Also attending: Caryn DeCarteret, Administrator
Allen Curseaden, Superintendent
Bill Koczarski, 20 Lawrence Road

Call to Order

The meeting was called to order by Jeff Hannaford at 6:10 PM.

Approved 9/13/12

Item 1) Citizens' Time

None (see below)

Item 2: Administrator's Report (copy of report attached)

1. Minutes from 8/9/12 for approval: ***Motion to approve: GF, 2nd: FP Motion carries 3-0-0***
2. Covenant Request: 112 Lakeview Ave
The Commissioners reviewed the refinance denial letter submitted by Sean Fitzpatrick to prove hardship and the subsequent email, which was requested for clarification due to the fact that the company whose letterhead the letter was written on (Carson Morgan) is not a licensed mortgage broker in the Commonwealth of Massachusetts, nor is the loan originator (James Riccardi). The Commissioners discussed the lack of clarity in the situation and felt that a clear explanation from the original mortgage company (Continental Funding) would be required. The Commissioners requested that the Administrator contact the homeowner and request that he obtain a letter from Continental Funding to be written on their letterhead and reference their MA broker lic#. The Commissioners also reviewed the amortization schedule and requested the schedule to be adjusted to reflect both 15 and 20 year terms for reference.
3. Letter from Donald McCarthy: *The Commission reviewed the letter submitted by Donald McCarthy from 14 Shakespeare which stated his concern regarding the increase in the user fee from \$496.00 per year to \$744.00 due to the addition of a TILQ. The letter asked the Commissioners to reconsider the methodology for user fee calculation. The Commission discussed the request and decided it would be too cumbersome to change the methodology at this point.*
Motion to deny user fee reduction: GF, 2nd: FP Motion carries 3-0-0
The Commission asked the Administrator to write a letter to Mr. McCarthy denying the request for a reduction in his user fee.
4. Sunset Park survey results: *The results of the survey were reviewed by the Commissioners. There were 86 surveys mailed and only 52 to date returned. The Administrator had emailed to results to John Himlan and sent a reminder email, with no response. Commissioners asked the Administrator to email the same information to Rosemary Blacquier from Woodard & Curran to review the results.*

Item 1) Citizens' Time

Bill Koczarski, from 20 Lawrence Road

Motion to return to Item 1 Citizen's Time: GF, 2nd: FP Motion carries 3-0-0

Mr. Koczarski stopped in to see the progress of the Sunset Park sewer expansion. He reiterated the concerns that he and his neighbors on Lawrence and Brookside Road who had signed the petition to opt out have with the proposed expansion. The Commissioners informed him that at this point due to the lack of support, as dictated by the survey results; the expansion project is not being pushed forward for Fall Town Meeting. Mr. Koczarski indicated that he will inform his neighbors.

Item 3: Superintendent's Report (Copied from attached report)

Superintendents Report

8-23-12

1. Crew performed inspections at the pump stations as required. Generators are tested every Wednesday along with control panel inspections
2. Maintain yards, at all stations including meter pits.
3. **Alarm calls:** 8-18-12 Willowdale Ave Lost 4:00 pm Power Fail. I responded and made inspection of the system to insure that the generator and control were working properly
- 4 **Flints Station:** installed a replacement motor unit for the fresh air louvers on the intake side (we had previously replaced the motor on the discharge side with that unit). The air exchange is now working properly
5. **Elm St:** Removed the old Verbatem alarm unit and connected the Mission direct to the control panel. Cleaned up some wiring items with the new system. Appears to be working well
6. **Coburn Rd:** Purchased and installed a new heater to be mounted to the ceiling. This unit is equipped with a blower fan and should be more efficient then the pre- existing wall mounted unit. We also relocated the hour meters from inside the control panel to the outside panel door
7. **Phalanx Station:** Damage to the lawn area beside the drive way. It appears that a car drove in and got stuck on the wet grass. We had the Police Dept. make a report. We raked out the tracks and installed a fence along the edge of roadway to prevent this from happening in the future.
8. **Audrey Ave:** Cleaned around the outside of the station, removed vines and trash that had been thrown over the fence. Also, we looked at the electric service to determine what we need for a disconnect and will create a list.
9. Noted items: Paul and William have both taken vacation time in the past two weeks. I will be taking next week off for vacation.

The Superintendent also spoke about the possibility of using I-Pads for recording run time and station monitoring. He showed the Commission how they are currently using their phones to track run times and monitor the station's functionality and that it would be much easier to switch to I-Pads due to screen size and memory capacity.

Superintendent Curseaden also spoke to the Commission regarding "Minicibid" and the possibility of being able to auction off old equipment and vehicles. The Superintendent will gather a list of items which may be able to be auctioned.

GF left the meeting at 6:55PM

Approved 9/13/12

Item 4) Correspondence

None

Item 5) Complaints

None

Item 6) New Business

FP presented a copy of a proposed “Appendix for Wastewater” which he indicated was written and submitted by Sewer Department employees William Wilson and Paul Provencher. The Commission and Superintendent discussed the proposed addition of Union positions, advertising requirements to fill the positions, union negotiations and potential bargaining.

Item 7) Old Business

None

Item 8) Adjournment

Motion to adjourn at 7:50 pm was made by FP. Second: JH. The motion carried 2-0-0.

Approved 9/13/12